

DEVELOPMENT, BUILDINGS & LICENSING

All documents/drawings listed in this checklist are required to be included in your Building Permit application package unless otherwise noted.

To submit your Building Permit application online, visit vancouver.ca/building-development-support

If you do not have an online account, visit vancouver.ca/permits/apply to create one.

When submitting your application package:

1. Ensure that each required drawing/document is included in your application package.
2. Use vector format PDF (scanned paper drawings may not be accepted and may delay the approval of your permit). Staff will not accept scanned copies of drawings produced in CAD (computer-aided design).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit each complete document separately (for example, your drawings need to be one complete document file that you upload). Combining multiple or different document types will delay the processing of your application. Where file sizes are large (over 300mb) and drawings must be separated, each discipline must be uploaded as a separate file.

For more information on document submission standards, visit [Electronic permit applications](#) ¹

Fees are assessed when staff review the application for completeness and must be paid before detailed reviews can start.

This checklist pertains to **In Ground Swimming Pools – Field Review** building permit applications. For other types of Building Permit applications visit Vancouver.ca/BuildingApplications

This checklist is not limited in its content. Upon review of each submitted application, additional documents or drawings not listed may be required to continue the review process.

Documents – required unless otherwise noted

Title	Details: Where to find document, instructions and conditions when required
Application Form	Development and / or Building Application Form ²
Arborist Report	Prepared by an ISA Certified Arborist to assess existing trees either for retention or removal as noted in section 7.2 of the Protection of Trees By-law ³ . Not required for applications without site trees or adjacent trees, or for applications that meet Section 7.3 of the Protection of Trees By-law.
Owner Undertaking Letter	Schedule E-1- Owner's Undertaking Letter ⁴

Letters of Assurance – required unless otherwise noted

Title	Details: Where to find document, instructions and conditions when required
Schedule B – Geotechnical	Schedule B - Geotechnical ⁵ Required if proposed excavation is more than 1.2m (4 ft.) in depth or as otherwise may be required. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Structural	Schedule B - Structural ⁵ . Professional Seal and Signature required. See General Notes section for details.

Drawings - required unless otherwise noted - Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.

Title	Details to be shown on the drawing, instructions and conditions when required
Architectural Site Plan	See Site Plan requirements listed at the end of this checklist. Important Note: Please refer to Canadian Electrical Code Section 68 for details regarding required distance from overhead wiring.
Site Coverage Detail and Impermeable Site Coverage Details	Including calculations. Required for any new accessory buildings and/or structures, and for additions to any existing buildings and/or structures. As required by district schedule, refer to the applicable district schedule ⁶ for details.
Structural Details	Construction details to include: Structural details of pool construction signed and sealed by a Professional Engineer.
Plumbing	

General Notes for Swimming Pool or Hot Tub Installation

- Drainage from a swimming pool or a hot tub is to be connected to an approved concrete sump, complete with a minimum 3" branch line to the sanitary sewer
- Outside deck drain to be connected to storm drainage system
- Provide an approved backflow preventer on a hose bibb used to fill a pool or hot tub and where possible at an elevation not less than 6" above flood level
- Water test required on sanitary sump, branch line and connection to existing sanitary sewer
- Backwater valve, if required, is to be installed and inspected with sanitary sump
- Swimming pool or hot tub may be connected to a trapped 3" sanitary standpipe or floor drain, with a minimum 1 & 1/2 " vent
- Where required, 1 & 1/2" pool drain to be provided with an approved air gap above sump flood level elevation
- As required by [Vancouver Plumbing By-law 7.4.2.1.\(e\)\(iii\); 7.6.2](#)⁷, where (pool) equipment is filled with a hose, an Atmospheric Vacuum breaker located at the upstream end of the hose would be considered acceptable protection, Installations with a direct connection the circulation system must have as the minimum protection a Double Check Valve Assembly

General Notes

Professional Seal and Signature Requirements:

Some files listed above require a professional seal and digital signature from the Association's endorsed signing authority. Please have your engineer, architect, qualified professional or other follow the instructions outlined by their Association's endorsed signing authority. For example, if the Association uses Notarius, please follow their instructions to digitally stamp and sign a document. Note that an image of a signature or initials does not constitute a digital signature.

For more information on how to add a digital signature, refer to the [Electronic Permit Applications](#)¹ page.

Drawing Details

Site Plan requirements:

- Legal Description (Lot number, Block number, District Lot number, Plan number)
- Street address
- Dimensions of site (including north arrow)
- Location and dimension of all buildings on the site
- Location of proposed pool
- Indicate fence location, height and self closing gates - If a wall of a house is part of the enclosure, refer to [VBBL 9.8.8.1\(9 & 10\)](#)⁷
- Indicate existing and finished grades at the four corners of the site, around the perimeter of the proposed pool and/or pool deck, including any proposed alterations to the existing grades
- Indicate location of any overhead wires
- Indicate location of mechanical equipment
- Indicate the location of trees and tree barriers, refer to the [Protection of Trees By-law](#)³

1 <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx>

2 <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

3 <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>

4 <https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-bylaw-2019.pdf>

5 <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf>

6 <https://vancouver.ca/home-property-development/zoning-and-land-use-policies-document-library.aspx#regulation-zoning-regulations>

7 <https://bccodes.ca/vancouver-bylaws.html>